

## **Iowa Special Education Advisory Panel**

**September 9, 2016**

**Facilitators: Nancy Ankeny-Hunt**

**Panel Secretary: Cayanna Reinier**

**Present:** Valerie Baker, Craig Barnum, Carma Betz,, Kurtis Broeg, Kate Cole, Jan Collinson, Billy Cowley (by Zoom), Margaret Joan Ebersold, Susan Etscheidt, Christina McFadden, Beth Rydberg, Mary Stevens, Karen Thompson, Kathleen Van Tol, Kelly Wallace, Kenda Jochimsen, Julie Aufdenkamp, Sandra Smith, Joel Weeks, Doug Wolfe

**Department Staff Present:** Barb Guy, Nancy Ankeny-Hunt, Cayanna Reinier

**Not Present:** Donita Dettmer, Aryn Kruse, Amy Liddell, Susie Lund, Larry Martin, Joseph McAbee, Melanie Patton, Amy Peterson, Erin Torruella, Jason Yessak, Ruth Frush

### **Minutes**

Joel Weeks motions to approve the minutes from May 6, 2016; Kelly seconds approval. All in favor; minutes approved from the May meeting.

### **Panel Orientation**

[Panel Orientation](#)

[Advisory Panel Functions](#)

[Legislative History of Special Education](#)

[Acronym Primer](#)

[Know Your Acronyms](#)

[Disability Awareness](#)

[ESSA Policy Update](#)

[Roberts Rules](#)

[Roberts Rules – Word to Use](#)

[Components of General Supervision](#)

[State Performance Plans and Annual Performance Reports](#)

To be on the Iowa Special Education Advisory Panel members are appointed by the Director of the Iowa Department of Education per the Iowa bi-laws; each member should serve a three year term. The recommended length a member should serve on the panel should be no more than two terms, or six years, but if the executive committee approves extended terms may be granted. Best practice is that terms should try not to extend for too long as fresh eyes and fresh ears are important.

As a panel member you can also send a designee in your place if you are not able to attend a meeting. Over half of the panel must be a parent of a individual with a disability or individuals with a disability themselves. The demographic of this group represents the demographics of the State. An important bit to remember is that your job as a panel member is advisory not advocacy. As an advisory panel the responsibility is to give advice, inform, counsel with each other, and make recommendations to the State to suggest and guide. What the panel members do is very important for the kids with disabilities. This panel is a working panel where advice, information, and topics should be brought to each meeting for the panel to discuss and advice. The Iowa bi-laws state that the panel advises the Iowa Department of

Education to promote high quality services for children and youth with disabilities through discussion and consensus regarding current issues and future services.

The State SEAP panel consists of a Chair (Craig Barnum) and Vice Chair (Margaret Joan Ebersold). The panel also has an Executive Committee that contains Craig Barnum, Margaret Joan Ebersold, Barb Guy and Nancy Ankeny-Hunt. Their jobs as the Executive Committee is to make sure that the panel is accomplishing goals and deliverables. The Chair resides and conducts all meetings and as needed organize and appoints subcommittees, as well as organizes nomination efforts to fill any vacancies that occur.

There are many acronyms that you will need to know as panel member:

RDA: Results Driven Accountability is different from compliance. Compliance focus on a set of requirements; results driven accountability we look at the data or an indicator that is demonstrated that you are achieving (or not achieving) a goal or requirement.

IDEA – Individuals with Disabilities Education Act

SEAP – Special Education Advisory Panel

Part B – relates to IDEA that deal with school age children ages 3 – 21

Section 619 – 3- 5 year olds

SSIP – State Systemic Improvement Plan

SIMR – State identified Measurable Results; Iowa's SIMR is literacy so that kids are up to reading level by grade three

Part C – a federal law that mandates that all states must provide children, including those with disabilities, with a free, appropriate education.

ICC – Interagency Coordination Council

SEA – State Education Agency – Special Education

LEA – Local Education Agency

OSEP – Office of Special Education Programs

RDA – Results driven accountability – in Iowa our Differentiated accountability is very similar to RDA

RTI/MTSS – Response to Intervention, Multi-tiered System of Supports

SPP – State Performance Plan – is a six year process to provide proof that they are providing special education and doing a good job

APR – Annual Performance Plan

LA – Lead Agency – Early childhood equivalent to SEA

ADA – Americans with disabilities act

ESEA – Elementary Secondary Education Act

ESSA - Every Student Succeeds Act

IFSP – Individual Family Service Plan

LRE – Least Restrictive Environment

FERPA – Family Education Rights and Privacy Act

Section 504/ADA – Civil Rights based on disability

OCR – Office of Civil Rights

Panel members should have an understanding of the history of special education including:

- Parent's Movement – it used to be a stigma to have a child with disabilities. In the 40's and 50's the Parent's Movement took place where parent's started to push back and lawsuits started to happen to get case law and legislation to shift to recognize that things needed to change.
- Exclusion

- Inclusion
- Institutionalism
- ESEA
- Civil Rights

Exercising your advisory responsibilities as a panel:

- Panel Issue/Priority gets presented
  - Resource/Information/ Data will be given (from the State, person, etc.)
    - Member Perspective/Experience
      - Stakeholder Input
        - Panel Discussion
          - Objective Advice – Consensus and Advice to the State
            - Change – improved services for children with disabilities.

Once recommendation have been agreed upon and advice or guidance is decided the next step is to take it to the State Director. Best practice is to notify and receive approval from the Director before taking the advice to another person.

Seven Functions the panel should be achieving under the IDEA:

1. Advise the SEA of unmet needs within the State in the education of children with disabilities CRF 300.169(a)
2. Comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities CFR 300.169(b)
3. Advise the State in developing evaluations and reporting on data to the Secretary under Section 618 of the Act. CFR 300.169(c)
4. Advise the State in developing corrective action plans to address findings identified in federal monitoring reports under Part B of the Act. CFR 300.169(d)
5. Advise the State in developing and implementing policies relating to the coordination of service for children with disabilities. CFR 300.169(e)
6. The SEA, after deleting personally identifiable information must:
  - a. Provide the Advisory Panel with the DPH findings and decision and
  - b. Make those findings and decisions available to the public. CFR 300.513(d) and 300.514(c)
7. Waiver of non-supplant requirement.

### **Significant Disproportionality –**

The idea is that you need to have an understanding on what is the demographics of your State culturally, ethnically, gender, race, etc. based on census or other data available from the schools. You then can compare those numbers against those in school who are receiving special education and if there is significant disproportionate number of children that don't match based on the school as a whole then chances are there is a problem and they are not being identified correctly. Steps should be taken to get the numbers to even out and students and to ensure the correct students are being identified. The State determines what the risk ratio is.

When you go to provide advice how do you do it? One way it could be handled is after a discussion occurs in your particular group we provide a summary of the discussion of that particular meeting and the information goes into the year-end report. Currently when we give advice we would come to a consensus write a letter to the appropriate area, Director, etc. When we also have working groups that have pertinent information regarding Special Education and we ask for volunteers to serve in these groups so advice is being directly given to these groups.

Each State approaches how the advisory panel functions. There is no right or wrong way except the importance of adhering to Federal and State regulations relating to panel purpose, membership and function.

### **SEAP Bi-Laws and Open Meetings**

They bi-laws sets the ground rules for how things on the panel are supposed to run. Other things that can be included in bi-laws are the: name of the panel, information about open meeting requirements, specifics about how long you can serve, what to do if someone resigns or is a non-attender, what the agendas need to look like, reimbursement, confidentiality statements, officers, specific meeting procedures, how a quorum is defined, what subcommittees look like, voting procedures, etc.

Advisory Panels must be open meetings. The Iowa SEAP panel has not had a lot of participation with the public attending.

Using Roberts Rules of Order is a great way to keep meetings on track. One of the best ways to have a great meeting is to have a really good agenda to follow. It is important to also send the agenda in advance and have our goals listed so everyone knows what they should know going into the meeting.

Consensus – the idea is when you provide advice or work towards a decision in that you are finding an acceptable proposal that you can support; it isn't getting everything that you want or taking a stance that this one way is the only way that will work. It is not unanimous vote, it is a decision as a group for what is best going forward.

Family Equal Rights and Privacy Act (FERPA) and Confidentiality – Being on a State panel information regarding personally identifiable information may be brought into the meeting and needs to be confidential.

### **Where have we been and where are we going – Setting priorities for next year**

#### [ISIP](#)

#### [DE Projects of '16-'17](#)

#### [Synthesis of Project Work](#)

Our SIMR is to increase the percent of third grade readers that are proficient by the end of third grade. We do not want this to look like this is the only thing that is important in special education. The message we want to send is this is one system birth to twenty-one, that anyone who is in special education will graduate ready for college and/or career. We in Iowa created the ISIP (Iowa Systemic Improvement Plan) that serves as one plan that we can link all of our data to, what projects we need to focus on and prioritize; it is the beginning of a long term plan. We are now focusing on making this a working document and priority setting. Next meeting we will spend more time on where we should be going and goal setting.

## **Google Site and Travel Reimbursement**

We will post the agenda, minutes and any handouts for each meeting on the Google Site. There is also instructions for reimbursement as well as the travel reimbursement form (which are also available at each meeting).

Lodging went up to \$98 a night. When you stay at a hotel please make sure we have a hotel receipt that shows a zero balance or you cannot be reimbursed. Mileage is reimbursed at thirty-nine cents a mile. You need to leave before 6:00am to receive breakfast. If you pay to park we must have the original receipt for the parking.

## **Announcements**

### **Secondary Transition Conference**

The Secondary Transition Conference is going to be in Ames at the Scheman Building on the 28<sup>th</sup> and 29<sup>th</sup> of September. If anyone is interested in attending the registration is open on the DE calendar and is free. If any SEAP members would like to attend we would be able to reimburse your travel.

### **Law Conference**

Please email Nancy if you are interested in attending the Law Conference on November 3<sup>rd</sup> and 4<sup>th</sup>. We have a limited amount of spots so we will find out who wants to attend and then Barb and Thomas will decide on how many will be able to go.

Doug Wolfe 1<sup>st</sup> motion to adjourn. Joel Weeks second.

### **Next Meeting:**

Friday, October 28, 2016  
9:00 a.m. – 3:00 p.m.  
Grimes Building B-100